



JOB DESCRIPTION

JOB TITLE: Senior Maintenance Worker

DEPARTMENT: Public Works Department

REPORTS TO: Maintenance Supervisor

DATE: June, 2009

EMPLOYEE UNIT: AFSCME

Supersedes: September, 2006

FLSA EXEMPT: No

JOB SUMMARY: Under general supervision of the Maintenance Supervisor, performs a variety of laboring, skilled and advanced skilled work, and lead direction to crews in the maintenance of streets, parks, street medians, storm drains and related facilities; performs related work as required.

CLASS CHARACTERISTICS: The Maintenance Worker II is an advanced journey level class of this series. This class provides training and lead direction to Maintenance Workers I and II and Grounds Keepers in addition to performing the more complex assignments of the class series. Successful performance of the work requires both supervisory skills, including the ability to direct work independently and through a crew leader, and a technical knowledge of the work performed.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Maintenance Supervisor, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

- 1 Provide day-to-day field direction to crews of Maintenance Workers and Grounds Keepers who perform a variety of semi-skilled and skilled work to maintain streets, catch basins, storm drains, culverts, ditches, parks athletic fields, play facilities, medians, trees and varied landscaped areas around City buildings.
- 2 Ensure efficient operation of equipment and power and hand tools to perform various park and street maintenance duties; make repairs and adjustments to equipment as needed.
- 3 Train staff in proper work procedures.
- 4 Oversee and participate in trash and debris removal from catch basins; clear storm drains.
- 5 Perform and supervise street signing, installing new signs, pavement marking, and sidewalk repairs.
- 6 Ensure maintenance of street medians, including plants and irrigation.

- 7 Remove spills, debris and litter from street right-of-ways, parks, street medians and other areas adjacent to City facilities.
- 8 Install and maintain sprinkler systems.
- 9 Maintain and repair play structures, rest rooms and other facilities associated with parks ensuring these areas are left in a clean and orderly condition.
- 10 Install landscaping and upgrade existing planted areas, water and fertilize planted areas.
- 11 Answer inquiries and handle concerns from citizens regarding work performed.
- 12 Oversee spraying for pesticide control.
- 13 Maintain accurate records and prepare reports of work performed.
- 14 Make limited repairs to street surfaces. May make larger repairs when crew is available.
- 15 Assist other maintenance crews in emergency situations.
- 16 Operate and maintain a variety of street construction and maintenance equipment, including a backhoe/loader, skid/steer, motor grader and pavement roller, initially in a training or relief capacity.
- 17 Make minor repairs and adjustments to tools and equipment used.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Graduation from high school or equivalent.
2. Three years of progressively responsible skilled street and/or park maintenance experience and must have demonstrated the ability to supervise work in the field.
3. Some technical school training or supervisory course work is highly desired.

Licenses & Certificates:

1. Possess a Class A driving permit in conformance with adopted City driving standards within six months from date of hire and possession of a valid California Class A driver's license within one year from date of hire.
2. Possess a State Applicator's Certificate within one year of hire.
3. Successfully complete a Pulmonary Function Test and be certified to wear a respirator at time of hire.

Other Requirements:

1. Must be willing to work out of doors in various weather conditions.

2. Work extended hours as required and to respond from home to the Public Works Corporation Yard within 30 minutes when assigned to stand-by duty.
3. Respond to emergencies on a 24-hour stand-by basis.
4. Must be physically capable of performing heavy physical labor, including lifting materials and equipment weighing up to 50 pounds.

Knowledge of:

1. Tools, equipment practices, methods and materials for street, park, and storm drain maintenance projects and activities.
2. Tools, equipment, practices and techniques related to park maintenance, tree trimming, pesticide application, irrigation system installation and maintenance, street signing, pavement marking, street median maintenance and street sweeping activities.
3. Safe and proficient operation of park and street maintenance equipment and field
4. Operational principles and techniques for using equipment and tools required for park and street maintenance work.
5. Safe work area signing and delineation, including detours and lane closures.
6. Basic supervisory principles.

Skill in:

1. Operation of park and street maintenance equipment.
2. Directing and performing work; providing concise written and oral instructions.
3. Performing skilled operations and maintenance work on park, street, street median, and storm drain facilities.
4. Reading and interpreting plans and specification, maps and blueprints.
5. Supervising and directing the work of field crews.
6. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Perform physical labor and operate tools and machinery.
2. Perform duties using various types of personal protective equipment.
3. Maintain accurate records and prepare clear reports of work performed.
4. Deal tactfully and effectively with the public.
5. Establish and maintain effective working relationships with those contacted in the course of the work.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must regularly lift and/or move up to 50 pounds of equipment over rough outdoor terrain. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those

an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 5% indoors and 95% outdoors; travel is required.
2. The work environment indoors is usually in a temperature-controlled office.
3. While performing the duties of this job outdoors, the employee often works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.